

Return from Classified Acting Assignment

An appointing authority may appoint a permanent employee to an acting assignment when a classified position will be vacant for more than 30 days (such as due to illness or lengthy recruitment process). Acting assignments should not exceed one year unless approved by the Director of the Division of Personnel Services. See K.A.R. 1-6-29

How To: Enter a return from acting assignment on the Employment Record Number associated with the classified acting assignment.

STEP 1: Select the menu items in the following order: **Workforce Administration > Job Information > Job Data**

Expected Results: Job Data search page displays.

STEP 2: Enter the **Employee ID** in the EmplID field. Click 

Expected Results: Work Location page displays.

STEP 3: Click  to add a row.

Expected Results: A new Job Data row is added with the current date in the Effective Date field.

STEP 4: Change the **Effective Date** to the date the employee returns to previous position. The Effective Date should occur at the beginning of the pay period for accurate benefits processing if there is a change in benefits.

Expected Results: The field updates after tabbing out or clicking on another field.

STEP 5: Select **Data Chg** from the drop down list in the Action field.

Expected Results: Data Chg displays in the Action field and the Reason field becomes blank.

STEP 6: Select **Return from Acting Assignment** from the drop down list next to the Reason field.


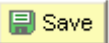
Expected Results: Reason displays.

STEP 7: Enter the **Position Number** to which the employee is returning.

Expected Results: Job Title displays.

STEP 8: Enter the **Step** on the Salary Plan page. The employee's step is

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	usually their step before the acting assignment or any step increases they would have received if they had not been placed on an acting assignment.
Expected Results:	Grade Entry Date and Step Entry Date default to the Effective Date.
STEP 9:	Click  on the Compensation page.
Expected Results:	Updated pay rates display.
STEP 10:	Click on the Benefits Program Participation link. Enter the Annual Benefits Base Rate on the Benefit Program Participation page.
Expected Results:	The Annual Benefits Base Rate is usually the same as the Annual Rate displayed in the Pay Rates area on the Compensation page.
STEP 11:	Change benefits information on the Benefit Program Participation page if the employee's benefits change due to returning to their previous position, such as returning to a part-time position from a full-time acting assignment. Do not change benefits information due to a pay increase or decrease unless the percent FTE changes. Salary changes that occur during the year automatically update following open enrollment.
Expected Results:	
STEP 12:	Adjust Date Next Increase on Kansas Employment page in Employment Data if necessary.
Expected Results:	
STEP 13:	Click 
Expected Results:	